

CONFIDENTIAL

Voted at Meeting of 11/ 20/ 75

November 20, 1975

MEMORANDUM

TO: The Boston Redevelopment Authority

FROM: Robert T. Kenney, Director

SUBJECT: Amendment No. 5 to the Personnel Policy/
Employee Benefits for Part-Time Employees

A recent comparability survey of local firms indicated that part-time employees in the Boston area, working a minimum of twenty (20) hours per week, receive vacation, sick, and holiday benefits.

To be consistent with generally accepted personnel practice, the following proposed Amendment to the Personnel Policy is submitted for your approval to include part-time employees working a minimum of twenty (20) hours per week, under Employee Benefits for pro-rated sick, vacation and holiday leave.

AMENDMENT NO. 5

VOTED: To amend the Personnel Policy as follows:

1. Page 9, under 16. Employee Benefits, b. Leave 1), add new paragraph as follows:

and temporary*
Part-time/employees working a minimum of twenty
(20) hours per week accrue pro-rated annual
(vacation) leave.

2. Page 10.

- a. Second paragraph, Salaried and maintenance men, change sentence to read:

Salaried, maintenance, and part-time employees with more than six months continuous employment may take annual leave, earned and accrued on their Attendance and Leave Record, with the understanding that it shall be deducted from their leave when the records are adjusted annually on May 1.

* This paragraph amended as indicated at meeting of 11/20/75 .

- b. Under 2) Sick Leave, delete last two sentences and add:

Sick Leave with pay is accrued on a pro-rated basis by part-time employees working a minimum of twenty (20) hours per week.

3. Page 11.

- a. First paragraph, first sentence, change as follows:

Salaried employees, maintenance men, Co-Operative Work Students and part-time employees who have a negative Sick Leave balance of 5 days or more shall be paid weekly only for the hours they actually work, until such time as the negative Sick Leave balance reaches zero.

- b. Second paragraph, Advance Sick Leave, after last sentence add new sentence:

Part-time employees, and co-operative work students are not eligible for Advance Sick Leave.

4. Page 12.

- a. Under c. 1., add new sentence after Holiday list:

Part-time employees are eligible for pro-rated holiday pay if they work a regularly scheduled five day week for a minimum of twenty (20) hours per week.

- b. Under 4., Religious Leave of Absence, add for last sentence:

Part-time employees and co-operative work students are eligible for Religious Leave of Absence. Part-time employees are eligible on a pro-rated basis.

- c. Under 8, Death Leave, add for last sentence:

Part-time employees and co-operative work students are eligible for Death Leave. Part-time employees are eligible on a pro-rated basis.

These benefits will become effective November 3, 1975. Previous continuous service with this Authority will be used when computing longevity for pro-rated annual (vacation) and sick leave.